



EDI IMPLEMENTATION GUIDE

TABLE OF CONTENTS

SECTION A - GENERAL INFORMATION

Publication Content.....	1
Reporting Requirements.....	1

SECTION B – EDI DEFINITION AND USE

Contents of this Section	2
Definition of EDI	2
For More Information	2
Data Exchange Method: Value Added Network (VAN)	2
Overview of Transaction Sets: What They Are and Development Process	3
Transaction Set Processing Characteristics	3
Registration Process for EDI	4
"DUNS" Numbers: What They Are and How to Obtain One	4
EDI Test Files	4
EDI Filing Deadlines	4
Exceptions and Special Filing Requirements	5

SECTION C – TECHNICAL SPECIFICATIONS

Overview of Technical Specifications	6
Example File (813 Transaction Set)	7
Specification Table: Construction of 813 Transaction Set –	
Electronic Filing of Tax Return Data	8
813 Transaction Set – Mapping for Quarterly Wage and Withholding Report (DE 6)	10
Definitions for 813 Transaction Set Tables	17
Key Points in File Construction	20
Employee Name Format	20
813 Transaction Code Tables for California	21
DE 6 Wage Plan Codes	22
Functional Acknowledgement for Transmission Receipt of 813 Transaction Set (997 Transaction Set)	23

SECTION D – ACRONYMS (GENERAL AND TECHNICAL)

Transaction Set Acronyms	24
General Information Acronyms	24

SECTION E – GLOSSARY OF TERMS

25

SECTION A – GENERAL INFORMATION

PUBLICATION CONTENT

This guide contains the definitions, instructions and technical specifications for employers or agents choosing to use Electronic Data Interchange (EDI) method to meet requirements for reporting the Quarterly Wage and Withholding Report (DE 6) data to Employment Development Department (EDD) State of California.

The EDI is a computer to computer exchange of routine business documents between California employers and EDD. (See Section B – EDI Definition and Use, for complete information.)

REPORTING REQUIREMENTS

Electronic Data Interchange meets all the requirements of filing the DE 6 with EDD through an electronic or a magnetic media format.

For additional information, refer to the most recent version of the California Employer's Guide (DE 44) for:

- General filing requirements for the DE 6.
- Filing due dates and delinquency dates.
- Magnetic media filing requirements (for employers with 250 or more employees).
- Waiver requests for magnetic media requirements.
- Penalty and interest information for non-filing or late filing of DE 6.

NOTE: If EDD rejects a timely EDI transmission that contains specification defects:

- EDD provides the filer 15 days from the date of notification of rejection to correct and resubmit the corrected EDI file to EDD.
- No penalty will be charged if the file is resubmitted with this 15 day period.

Obtain copies of the California Employer's Guide (DE 44) as follows:

- EDD's Web site www.edd.ca.gov/taxform.htm, or
- Employment Tax Call Center at (888) 745-3886.

If you have further questions about EDD's filing requirements, please call the Employment Tax Call Center at the above number.

SECTION B – EDI DEFINITION AND USE

CONTENTS OF THIS SECTION

This Section contains:

- Definitions of EDI and Value Added Network (VAN), and Transaction Sets.
 - Contact points for more EDI information.
 - Registration process for EDI.
 - Test process for EDI files.
 - EDI filing deadlines.
 - Exceptions and special circumstances in the EDI filing process.
-

DEFINITION OF EDI

Electronic Data Interchange is an electronic exchange of business documents between trading partners. The format coding for this exchange is from the American National Standards Institute (ANSI) Accredited Standards Committee (ASC) X12 standards.

NOTE: For EDI usage, an employer, or an agent who will transmit reports on behalf of an employer, will be known in this guide as a "Trading Partner."

FOR MORE INFORMATION

Contact the EDI Help Desk as follows for more information about EDI and its use:

**1-800-796-3524
Monday through Friday
8:00 a.m. – 5:00 p.m., Pacific Time**

or by e-mail at: ecom@edd.ca.gov

DATA EXCHANGE METHOD: VALUE ADDED NETWORK (VAN)

Data is transmitted or exchanged between the trading partner and EDD via a VAN.

A VAN:

- Is a third-party collector of transmissions of data files formatted into transaction sets that contain the wage and withholding information for each employer's employees.
- Is a central computer service, which provides access via a modem.
- Performs basic data storing, data forwarding, and data retrieving functions.
- Provides a secure environment for the data.

The electronic documents or data files, which are exchanged between trading partners and EDD, are referred to as "Transaction Sets." (See "Overview of Transaction Sets" in this Section.)

When EDD's mailbox requests the stored data from the VAN, it is downloaded and processed at EDD.

The EDD receives electronic transmissions through its VAN provider, Inovis. Some of the VAN's features are:

- Handles multiple protocols and baud rates.
- Accessible seven days a week.

Continued on next page

SECTION B – EDI DEFINITION AND USE (continued)

DATA EXCHANGE METHOD: VALUE ADDED NETWORK (VAN) (CONTINUED)

- Provides date and time stamp for data received and forwarded to EDD.
- Verifies specific ANSI X12 format standards within the received files.

NOTE: It is not required that trading partners use EDD's VAN directly. Trading partners may use their own VAN, but data transmitted to the secondary VAN must then be forwarded to EDD's VAN provider for transmission to EDD.

For information or questions about VAN services, or about EDD's VAN provider, please contact EDI staff (see "For More Information" above).

OVERVIEW OF TRANSACTION SETS: WHAT THEY ARE AND DEVELOPMENT PROCESS

An EDI transmission is made up of "transaction sets." Transaction sets are the electronic equivalent of paper documents and the data they contain conveys the same information as the paper reporting forms. The EDI transaction sets do not look like the paper documents they represent.

Transactions sets, or electronic documents, in the United States are developed under the umbrella organization, the ANSI. The ANSI provides an ASC the authority and responsibility for the creation and expansion of various transaction sets used by American business. The Data Interchange Standards Association (DISA) acts as the secretariat for the ASC and disseminates information pertinent to transaction set standards. Additional information on DISA is available at www.disa.org.

The electronic document used by EDD and its trading partners is referred to as an 813 Transaction Set and is defined as the "Electronic Filing of Tax Return Data." Because transaction sets evolve over time, the various changes implemented are assigned to different version releases. The EDD is using Version Release 003040 of the EDI standards. The ASC responsible for the 813 Transaction Set standards, version releases and other electronic document standards is referred to as ANSI X12.

TRANSACTION SET PROCESSING CHARACTERISTICS

Transmission of an 813 Transaction Set to the EDD and subsequent processing has the following characteristics:

- Quarterly data from an employer's payroll records is put into the file format defined by ANSI X12 standards, Version Release 003040.
 - The file is transmitted to EDD, normally via a VAN. After receipt of the 813, EDD's translation software reviews the EDI transmissions for compliance with ANSI X12 standards and then converts the data in the file to a format specific to EDD's internal systems.
 - The first business day after the transmission is received, EDD will return a "Functional Acknowledgment 997 Transaction Set" to the sender to acknowledge receipt of the EDI file by EDD. This assures the sender that the transmitted file was not lost and that it was ANSI X12 compliant. ("Section C – Technical Specifications" has a table of the specifications for the content of a 997 Transaction Set.)
 - The Functional Acknowledgment either notifies the sender of...
 - a successful transmission with a postmark of the receipt of the return, **or**...
 - A file that cannot be translated, in which case an error code(s) will appear.
 - Any ANSI X12 syntax errors cause rejection of the transmission.
 - Rejected transmissions must be corrected and retransmitted.
-

SECTION B – EDI DEFINITION AND USE (continued)

REGISTRATION PROCESS FOR EDI

To become a Trading Partner with EDD for reporting the DE 6 through EDI, each employer must have a signed Electronic Data Interchange Filing Agreement (DE 813A) on file with EDD. A signed agreement is required when the trading partner submits actual production data.

- To obtain a blank copy of the DE 813A, access EDD's Web site at www.edd.ca.gov/taxform/htm and scroll to "DE 813A."
- Print the form, read the agreement, complete the boxes, sign, and mail to:

**Employment Development Department
P.O. Box 826880, MIC 15A
Sacramento, CA 94280-0001**

"DUNS" NUMBERS: WHAT THEY ARE AND HOW TO OBTAIN ONE

A D-U-N-S number is a unique nine-digit number that Dun and Bradstreet assigns to each unique business location.

- It is a global business identification standard endorsed by the United Nations.
- A D-U-N-S number is required for the EDI reporting format.
- Obtain a D-U-N-S number at no charge from:

Dun and Bradstreet
- www.dnb.com (To obtain DUNS number)
- (800) 234-DUNS (Customer Service)

EDI TEST FILES

After obtaining a DUNS number and establishing an account with EDD, a Test File must be submitted to ensure compatibility of the 813 Transaction Set.

Test Files...

- May consist of actual or test data.
- May be submitted any time prior to the initial reporting.
- Results will be reported back to the Trading Partner (transmitter) as soon as possible after testing is completed. This is usually within one or two business days.

EDI FILING DEADLINES

It is each Trading Partner's responsibility to schedule the timely transmission of EDI data to ensure timely receipt of the DE 6 by EDD's VAN (Inovis).

- Quarterly wage and withholding data is due within one month after the quarter end date.
- The postmark date of an EDI transmission is the mailbox receipt date.
- The DE 6 data transmission must be completed before **9:00 p.m. Pacific Time, by the last timely due date.**
- Early transmission of the EDI data files will ensure receipt of the electronic file and avoids late filing penalties and interest for late filing.

NOTE: When initiating the DE 6 data transmission through a separate VAN service provider (other than Inovis Corporation), contact them regarding any time constraints to ensure the coordination of VAN scheduling. This will help ensure timely receipt by EDD's VAN.

SECTION B – EDI DEFINITION AND USE (continued)

EXCEPTIONS AND SPECIAL FILING REQUIREMENTS

No Payroll for the Quarter – The EDI file may be used to meet reporting requirements even when no payroll occurred for the quarter.

Requirements are:

- Complete the ISA, GS, GE, and IEA segments.
- Complete the four mandatory segments within the HEADER record and the SUMMARY record.

Supplemental Data that was Previously Omitted – If a trading partner that determines that employee data was not included in the original EDI transmission of the DE 6, a secondary file (that includes the omitted data) may be transmitted through the VAN.

- Designate the information as a "Supplemental DE 6." The optional Header Record Segment reflects "Supplemental DE 6" in the Reference Numbers Segment.
- EDD will add the supplemental report data to the original EDI file for the same quarter.

Correction of Erroneously Reported Data – If a trading partner needs to correct erroneous data that was previously transmitted to EDD through EDI, a Tax and Wage Adjustment Form (DE 678) must be completed and submitted to EDD.

- Complete all applicable information, including Section V: Quarterly Wage and Withholding Adjustments.
- Sign and mail to the address at the bottom of the form.
- An online copy of the DE 678 can be obtained at www.edd.ca.gov/taxform.htm.

Reporting Instructions for State and Local Government Employers (Only) – Many governmental entities can have up to three employer account numbers.

- 900 series account number - Unemployment Insurance Program
- 776 series account number - Disability Insurance Program
- 800 series account number - Personal Income Tax Program

Requirements:

- Each employer account number must file a DE 6 detailing each employee covered by that program.
 - A separate 813 transaction set must be written for each account number being reported.
 - The same employee is reported under all three EDD employer account numbers, if applicable.
 - Refer to "Section C – DE 6 Wage Plan Codes" to select the appropriate code for each series account number.
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SECTION C – TECHNICAL SPECIFICATIONS

OVERVIEW OF TECHNICAL SPECIFICATIONS

The following pages contain an example file, specification tables and other key information for constructing and using the 813 Transaction Set:

- Example File – 813 Transaction Set.
 - 813 Transaction Set – Electronic Filing of Tax Return Data.
 - 813 Transaction Set – Mapping for Quarterly Wage & Withholding Report (DE 6).
 - Definitions for 813 Transaction Set Tables.
 - Key Points in File Construction.
 - Employee Name Format.
 - 813 Transaction Code Table for California.
 - DE 6 Wage Plan Codes.
 - Functional Acknowledgment for Transmission Receipt of 813 Transaction Set (997 Transaction Set).
-

SECTION C – TECHNICAL SPECIFICATIONS

EXAMPLES FILE – 813 TRANSACTION SET

The following is an example of a properly completed 813 Transaction Set file for the DE 6.

```
ISA*00*      *00*      *01*DUNNumber      *01*614215531      *031018*1027*U*00200*000000036*0*P*>
GS*TF*DUNNumber*614215531*031018*1027*37*X*003040
ST*813*37001
BTI*T6*DE6*47*CALEDD*030930****49*88888888000
DTM*327*****D8*20030930
TIA*1836***3*1E
TIA*13005*15611.68
TIA*1828*15611.68
TIA*1829*1208.1
TIA*13031***3*1N
TIA*13032***3*1N
TIA*13033***3*1N
N1*ES*Mikes Place
TFS*T2*DE6
FGS*S*SY*9999999999
N1*EY*Mickey K Moose
IN2*05*Moose
IN2*02*Mickey
IN2*07*K
TIA*13005*5001.12
TIA*1828*5001.12
TIA*1829*400.01
TIA*13017**S
FGS*S*SY*1111111111
N1*EY*Sally J Smith
IN2*05*Smith
IN2*02*Sally
IN2*07*J
TIA*13005*6012.56
TIA*1828*6012.56
TIA*1829*502.2
TIA*13017**S
FGS*S*SY*2222222222
N1*EY*Fred O Jones
IN2*05*Jones
IN2*02*Fred
IN2*07*O
TIA*13005*4598
TIA*1828*4598
TIA*1829*305.89
TIA*13017**S
SE*40*37001
GE*1*37
IEA*1*000000036
```

SECTION C – TECHNICAL SPECIFICATIONS

**SPECIFICATION TABLE:
CONSTRUCTION OF 813
TRANSACTION SET –
ELECTRONIC FILING OF
TAX RETURN DATA**

This table provide the ANSI Draft Standard for Trial Use. It contains the format and establishes the data contents of the Electronic Filing of Tax Return Data (813) Transaction Set for use within the context of an EDI environment. The Transaction Set can be used by tax filers to electronically file tax returns with a federal, state, or local taxing authority.

Table 1					
<u>NOTE</u>	<u>POS. NO.</u>	<u>SEG. ID</u>	<u>NAME</u>	<u>REQ. DES.</u>	<u>MAX USE</u>
N	010	ST	Transaction Set Header	M	1
	020	BTI	Beginning Tax Information	M	1
	030	DTM	Date/Time Reference	M	10
	040	TIA	Tax Information and Amount	M	1000
	043	REF	Reference Numbers	O	10
	045	TRN	Trace	O	1000
	047	BPR	Beginning Segment for Payment Order/Remittance Advice	O	1000
	LOOP ID - N1				
N	050	N1	Name	O	1
	060	N2	Additional Name Information	O	2
	070	IN2	Individual Name Structure Components	O	10
	080	N3	Address Information	O	2
	090	N4	Geographic Location	O	1
	100	PER	Administrative Communications Contact	O	2

Table 2					
<u>NOTE</u>	<u>POS. NO.</u>	<u>SEG. ID</u>	<u>NAME</u>	<u>REQ. DES.</u>	<u>MAX USE</u>
N	010	TFS	Tax Form	O	1
	020	REF	Reference Numbers	O	10
	030	DTM	Date/Time Reference	O	10
	040	MSG	Message Text	O	1000
	LOOP ID - TFS				
	050	N1	Name	O	1
	060	N2	Additional Name Information	O	2
	070	IN2	Individual Name Structure Components	O	10
N	080	N3	Address Information	O	2
	090	N4	Geographic Location	O	1
	LOOP ID - N1				
	100	FGS	Form Group	O	1
	110	REF	Reference Numbers	O	10
	120	DTM	Date/Time Reference	O	10
	LOOP ID - FGS				
	130	N1	Name	O	1
N	140	N2	Additional Name Information	O	2
	150	IN2	Individual Name Structure Components	O	10
	LOOP ID - N1				

SECTION C – TECHNICAL SPECIFICATIONS

Specification Table: Construction of 813 Transaction Set – Electronic Filing of Tax Return Data (continued)

<u>NOTE</u>	<u>POS. NO.</u>	<u>SEG. ID</u>	<u>NAME</u>	<u>REQ. DES.</u>	<u>MAX USE</u>	<u>LOOP REPEAT</u>
	160	N3	Address Information	O	2	
	170	N4	Geographic Location	O	1	
			LOOP ID - TIA		10000	
	180	TIA	Tax Information and Amount	O	1	
	190	DTM	Date/Time Reference	O	10	
	200	MSG	Message Text	O	1000	

Table 3

<u>NOTE</u>	<u>POS. NO.</u>	<u>SEG. ID</u>	<u>NAME</u>	<u>REQ. DES.</u>	<u>MAX USE</u>	<u>LOOP REPEAT</u>
	010	SE	Transaction Set Trailer	M	1	

Notes

- 1/040 The TIA segment allows for tax information and amounts associated with the entire filing.
- 1/050 This N1 loop reflects names and addresses associated with the entire filing.
- 2/050 This N1 loop reflects names and addresses associated with a particular tax form (TFS).
- 2/130 This N1 loop reflects names and addresses associated with a particular subset of a tax form.

SECTION C – TECHNICAL SPECIFICATIONS

813 TRANSACTION SET – MAPPING FOR QUARTERLY WAGE AND WITHHOLDING REPORT (DE 6)

The following six tables provide the mapping information for specifically creating an 813 Transaction Set for the DE 6. Each table refers to an individual line or segment of the Transaction Set.

TABLE 1 - ENVELOPE

ISA – INTERCHANGE CONTROL HEADER SEGMENT - required

REF	ID	ELEMENT NAME	ATTRIBUTES				VALUE/DESCRIPTION
			Type	Req	Min	Max	
ISA01	I01		ID	M	2	2	00=No authorization data
ISA02	I02		AN	M	10	10	Spaces
ISA03	I03		ID	M	2	2	00=Indicates no security data
ISA04	I04		AN	M	10	10	Spaces
ISA05	I05		ID	M	2	2	01=Senders DUNS Number Qualifier
ISA06	I06		AN	M	15	15	=Senders DUNS Number
ISA07	I07		ID	M	2	2	01=EDD DUNS Number Qualifier
ISA08	I08		AN	M	15	15	614215531=EDD DUNS Number
ISA09	I09		ID	M	6	6	YYMMDD=Interchange Date (Date Interchange was sent)
ISA10	I10		TM	M	4	4	HHMM=Interchange Time (Time interchange was sent)
ISA11	I11		ID	M	1	1	U=Standards Version
ISA12	I12		ID	M	5	5	00304=Standards Version
ISA13	I13		N0	M	9	9	Interchange Control Number Generated by Sender (SAME AS IEA02)
ISA14	I14		ID	M	1	1	1=Interchange acknowledgment requested
ISA15	I15		ID	M	1	1	T=Indicates TEST data transmitted Or P=Indicates PRODUCTION data transmitted
ISA16	I16		AN	M	1	1	=Sub-element separator

ISA~00~ ~00~ ~01~9999999999999999~01~614215531 ~YYMMDD~HHMM~U~003040~999999999~1~P~^*

GS – FUNCTION GROUP HEADER SEGMENT - required

REF	ID	ELEMENT NAME	ATTRIBUTES				VALUE/DESCRIPTION
			Type	Req	Min	Max	
GS01	479		ID	M	2	2	TF=Tax filing transaction set
GS02	142		AN	M	2	15	Application Senders Code
GS03	124		AN	M	2	15	Application Receivers Code
GS04	373		DT	M	6	6	YYMMDD=Function group creation date
GS05	337		TM	M	4	8	HHMM=Function group creation time
GS06	28		N0	M	1	9	Group control number (Generated by Sender) (SAME AS GEO2)
GS07	455		ID	M	1	2	X=ASC12
GS08	480		AN	M	1	12	003040=Standards Version Being used

GS~TF~ ~614215531~YYMMDD~HHMM~9~X~003040*

SECTION C – TECHNICAL SPECIFICATIONS

813 Transaction Set – Mapping for Quarterly Wage and Withholding Report (DE 6) (continued)

TABLE 2 - HEADER

TRANSACTION SET HEADER SEGMENT - required

REF	ID	ELEMENT NAME	ATTRIBUTES				VALUE/DESCRIPTION
			Type	Req	Min	Max	
ST01	143	Tran Set Identifier	ID	M	3	3	"813"
ST02	329	Tran Set Control Num	AN	M	4	9	Determined by Sender

ST~813~9999999999*

BEGINNING TAX INFORMATION SEGMENT - required

REF	ID	ELEMENT NAME	ATTRIBUTES				VALUE/DESCRIPTION
			Type	Req	Min	Max	
BTI01	128	Ref Num Qualifier	ID	M	2	2	"T6"=Tax Filing
BTI02	127	Reference Number	AN	M	3	3	"DE6"=Quarterly Wage Report
BTI03	66	ID Code Qualifier	ID	M	2	2	"47"=Tax Authority Identification
BTI04	67	Identification Code	AN	M	2	2	"CALEDD"=State & Dept. Abbrv
BTI05	373	Date	DT	M	6	6	Transaction Set Creation Date (YYMMDD)
BTI06	818	Name Control Identifier	AN	O			Not Used
BTI07	66	ID Code Qualifier	ID	M			Not Used
BTI08	67	Identification Code	AN	M			Not Used
BTI09	66	ID Code Qualifier	ID	M	2	2	"49"=State Identification Number
BTI10	67	Identification Code	AN	M	11	11	California Employer ID Num + Branch Code

BTI~T6~DE6~47~CALEDD~YYMMDD~~~49~999999999999*

DATE/TIME REFERENCE SEGMENT - required

REF	ID	ELEMENT NAME	ATTRIBUTES				VALUE/DESCRIPTION
			Type	Req	Min	Max	
DTM01	374	Date/Time Qualifier	ID	M	3	3	"327"=Quarter Ending
DTM02	373	Date	DT	O			Not Used
DTM03	337	Time	TM	O			Not Used
DTM04	623	Time Code	ID	O			Not Used
DTM05	624	Century	NO	O			Not Used
DTM06	1250	Date Time Period Format Qualifier	ID	M	2	3	"D8"=Date expressed in format CCYYMMDD
DTM07	1251	Date Time Period	AN	M	1	8	Last Day of Quarter(CCYYMMDD)

DTM~327~~~~D8~CCYYMMDD*

SECTION C – TECHNICAL SPECIFICATIONS

813 Transaction Set – Mapping for Quarterly Wage and Withholding Report (DE 6) (continued)

TABLE 2 – HEADER (continued)

TAX INFORMATION AND AMOUNT SEGMENT - required

REF	ID	ELEMENT NAME	ATTRIBUTES				VALUE/DESCRIPTION
			Type	Req	Min	Max	
TIA01	817	Tax Info ID Number	AN	M	4	4	“1836”=Total Employees
TIA02	782	Monetary Amount	R	O			Not Used
TIA03	449	Fixed Format Info	AN	O			Not Used
TIA04	380	Quantity	R	M	1	7	Total Number of Employees
TIA05	355	Unit of Measure	ID	M	2	2	“IE”=Person

TIA~1836~~9999999~IE*

TAX INFORMATION AND AMOUNT SEGMENT - optional

REF	ID	ELEMENT NAME	ATTRIBUTES				VALUE/DESCRIPTION
			Type	Req	Min	Max	
TIA01	817	Tax Info ID Number	AN	M	5	5	“13005”=State Qtr Total Gross Wages
TIA02	782	Monetary Amount	R	M	1	14	State Qtr Total Gross Wages

TIA~13005~999999999999.99*

TAX INFORMATION AND AMOUNT SEGMENT - optional

REF	ID	ELEMENT NAME	ATTRIBUTES				VALUE/DESCRIPTION
			Type	Req	Min	Max	
TIA01	817	Tax Info ID Number	AN	M	4	4	“1828”=State Income Taxable Wages
TIA02	782	Monetary Amount	R	M	1	14	Total State Income Taxable Wages

TIA~1828~999999999999.99*

TAX INFORMATION AND AMOUNT SEGMENT - optional

REF	ID	ELEMENT NAME	ATTRIBUTES				VALUE/DESCRIPTION
			Type	Req	Min	Max	
TIA01	817	Tax Info ID Number	AN	M	4	4	“1829”=State Income Tax Withheld
TIA02	782	Monetary Amount	R	M	1	14	Total State Personal Income Tax Withheld

TIA~1829~999999999999.99*

TAX INFORMATION AND AMOUNT SEGMENT - optional

REF	ID	ELEMENT NAME	ATTRIBUTES				VALUE/DESCRIPTION
			Type	Req	Min	Max	
TIA01	817	Tax Info ID Number	AN	M	5	5	“13031”=Month 1 Employment
TIA02	782	Monetary Amount	R	O			Not Used
TIA03	449	Fixed Format Info	AN	O			Not Used
TIA04	380	Quantity	R	M	1	7	Month 1 Employment for Employer
TIA05	355	Unit of Measure	ID	M	2	2	“IE”=Person

TIA~13031~~9999999~IE*

SECTION C – TECHNICAL SPECIFICATIONS

813 Transaction Set – Mapping for Quarterly Wage and Withholding Report (DE 6) (continued)

TABLE 2 – HEADER (continued)

TAX INFORMATION AND AMOUNT SEGMENT - optional

REF	ID	ELEMENT NAME	ATTRIBUTES				VALUE/DESCRIPTION
			Type	Req	Min	Max	
TIA01	817	Tax Info ID Number	AN	M	5	5	“13032” Month 2 Employment
TIA02	782	Monetary Amount	R	O			Not Used
TIA03	449	Fixed Format Info	AN	O			Not Used
TIA04	380	Quantity	R	M	1	7	Month 2 Employment for Employer
TIA05	355	Unit of Measure	ID	M	2	2	“IE”=Person

TIA~13032~~~9999999~IE*

TAX INFORMATION AND AMOUNT SEGMENT - optional

REF	ID	ELEMENT NAME	ATTRIBUTES				VALUE/DESCRIPTION
			Type	Req	Min	Max	
TIA01	817	Tax Info ID Number	AN	M	5	5	“13033” Month 3 Employment
TIA02	782	Monetary Amount	R	O			Not Used
TIA03	449	Fixed Format Info	AN	O			Not Used
TIA04	380	Quantity	R	M	1	7	Month 3 Employment for Employer
TIA05	355	Unit of Measure	ID	M	2	2	“IE”=Person

TIA~13033~~~9999999~IE*

REFERENCE NUMBERS SEGMENT - optional

REF	ID	ELEMENT NAME	ATTRIBUTES				VALUE/DESCRIPTION
			Type	Req	Min	Max	
REF01	128	Reference Number Qualifier	AN	M	2	2	“ZZ”
REF02	127	Reference Number	AN	C	1	30	Supplement DE6

REF~ZZ~Supplement DE6*

NAME SEGMENT - optional

REF	ID	ELEMENT NAME	ATTRIBUTES				VALUE/DESCRIPTION
			Type	Req	Min	Max	
N101	98	Entity Identity Code	ID	M	2	2	“ES”
N102	93	Name	AN	M	1	50	Employer Name

N1~ES~XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX*

SECTION C – TECHNICAL SPECIFICATIONS

813 Transaction Set – Mapping for Quarterly Wage and Withholding Report (DE 6) (continued)

TABLE 3 – DETAIL

TAX FORM SEGMENT - optional

REF	ID	ELEMENT NAME	ATTRIBUTES				VALUE/DESCRIPTION
			Type	Req	Min	Max	
TFS01	128	Ref Number Qualifier	ID	M	2	2	"T2"=Tax Form Number
TFS02	127	Reference Number	AN	M	3	3	"DE6"=Quarterly Wage Report Form Number

TFS~T2~DE6*

FORM SEGMENT - optional

REF	ID	ELEMENT NAME	ATTRIBUTES				VALUE/DESCRIPTION
			Type	Req	Min	Max	
FGS01	350	Assigned Identification	AN	M	1	1	"S"=Wage Record
FGS02	128	Ref Number Qualifier	ID	M	2	2	"SY"=Social Security Number
FGS03	127	Reference Number	AN	M	9	9	Social Security Number

FGS~S~SY~XXXXXXXXXX*

NAME SEGMENT - optional

REF	ID	ELEMENT NAME	ATTRIBUTES				VALUE/DESCRIPTION
			Type	Req	Min	Max	
N101	98	Entity Identity Code	ID	M	2	2	"EY"
N102	93	Name	AN	M	1	50	Employee Name

N1~EY~XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX*

INDIVIDUAL NAME SEGMENT - optional

REF	ID	ELEMENT NAME	ATTRIBUTES				VALUE/DESCRIPTION
			Type	Req	Min	Max	
IN201	1104	Name Comp. Qualifier	ID	M	2	2	"05"=Last Name
IN202	93	Name	AN	M	1	20	Employee Last Name

IN2~05~XXXXXXXXXXXXXXXXXXXX*

INDIVIDUAL NAME SEGMENT -optional

REF	ID	ELEMENT NAME	ATTRIBUTES				VALUE/DESCRIPTION
			Type	Req	Min	Max	
IN201	1104	Name Comp. Qualifier	ID	M	2	2	"02"=First Name
IN202	93	Name	AN	M	1	12	Employee First Name

IN2~02~XXXXXXXXXXXX*

SECTION C – TECHNICAL SPECIFICATIONS

813 Transaction Set – Mapping for Quarterly Wage and Withholding Report (DE 6) (continued)

TABLE 3 – DETAIL (continued)

INDIVIDUAL NAME SEGMENT - optional

REF	ID	ELEMENT NAME	ATTRIBUTES				VALUE/DESCRIPTION
			Type	Req	Min	Max	
IN201	1104	Name Comp. Qualifier	ID	M	2	2	"07"=First Middle Initial
IN202	93	Name	AN	M	1	1	Employee Middle Initial

IN2~07~X*

TAX INFORMATION AND AMOUNT SEGMENT - optional

REF	ID	ELEMENT NAME	ATTRIBUTES				VALUE/DESCRIPTION
			Type	Req	Min	Max	
TIA01	817	Tax Info ID Number	AN	M	5	5	"13005"=State Qtr Total Gross Wages
TIA02	782	Monetary Amount	R	M	1	14	Employee State Qtr Total Wages

TIA~13005~999999999999.99*

TAX INFORMATION AND AMOUNT SEGMENT - optional

REF	ID	ELEMENT NAME	ATTRIBUTES				VALUE/DESCRIPTION
			Type	Req	Min	Max	
TIA01	817	Tax Info ID Number	AN	M	4	4	"1828" State Income Taxable Wages
TIA02	782	Monetary Amount	R	M	1	14	Employee State Income Taxable Wages

TIA~1828~999999999999.99*

TAX INFORMATION AND AMOUNT SEGMENT - optional

REF	ID	ELEMENT NAME	ATTRIBUTES				VALUE/DESCRIPTION
			Type	Req	Min	Max	
TIA01	817	Tax Info ID Number	AN	M	4	4	"1829" State Income Tax Withheld
TIA02	782	Monetary Amount	R	M	1	14	Employee Total PIT Withheld

TIA~1829~999999999999.99*

TAX INFORMATION AND AMOUNT SEGMENT - optional

REF	ID	ELEMENT NAME	ATTRIBUTES				VALUE/DESCRIPTION
			Type	Req	Min	Max	
TIA01	817	Tax Info ID Number	AN	M	5	5	"13017"=Wage Plan Code
TIA02	782	Monetary Amount	R	O			Not Used
TIA03	449	Fixed Format Info	AN	M	1	1	Wage Plan Code

TIA~13017~~X*

SECTION C – TECHNICAL SPECIFICATIONS

813 Transaction Set – Mapping for Quarterly Wage and Withholding Report (DE 6) (continued)

TABLE 4 – SUMMARY

SE - TRANSACTION SET TRAILER SEGMENT - required

REF	ID	ELEMENT NAME	ATTRIBUTES				VALUE/DESCRIPTION
			Type	Req	Min	Max	
SE01	96	Number of Included Segments	NO	M	1	10	1=Segment Count Including ST and SE segments
SE02	329	Tran Set Control Num	AN	M	4	9	Must Equal Segment ST02

SE~1~999999999*

TABLE 5 – GROUP TRAILER SEGMENT

GE – FUNCTIONAL GROUP TRAILER SEGMENT - required

REF	ID	ELEMENT NAME	ATTRIBUTES				VALUE/DESCRIPTION
			Type	Req	Min	Max	
GE01	97		NO	M	1	6	Number of transaction sets transmitted in this group.
GE02	28		N0	M	1	9	Group control number (SAME AS GS06)

GE~999999999*

TABLE 6 – ENVELOPE CLOSURE

IEA – INTERCHANGE CONTROL TRAILER SEGMENT - required

REF	ID	ELEMENT NAME	ATTRIBUTES				VALUE/DESCRIPTION
			Type	Req	Min	Max	
IEA01	116		NO	M	1	5	Number of functional groups included in this interchange.
IEA02	112		N0	M	1	9	Interchange control number (SAME AS ISA13)

IEA~999999999*

SECTION C – TECHNICAL SPECIFICATIONS

DEFINITIONS FOR 813 TRANSACTION SET TABLES

The following definitions provide an explanation of the contents of each column in the previous set of tables, "813 Transaction Set - Mapping for Quarterly Wage and Withholding Report (DE 6)."

Column	Definition	
Reference	<u>Data Element Reference Designator</u> <ul style="list-style-type: none">• The number assigned to each data element in a segment indicated its sequential position within the segment.• The counting of positions starts with 01 for the first data element and is incremented by one to the end of the segment.	
ID and Element Name	The Unique reference number (and its name) assigned to each data element.	
Attributes	<u>Type:</u>	
	(ID) Identifier	A data element always containing a unique value from a single, predefined list of values that is maintained by the ANSI X12 or some other body recognized by ANSI X12.
	(AN) String	A string data element is a sequence of any characters from the basic or extended character sets and contains at least one non-space character. The significant characters shall be left-justified. Leading spaces, when they occur, are presumed to be significant characters. In the actual data stream, trailing spaces should be suppressed.
	(DT) Date	A data element used to express the standard data in YYMMDD format in which YY is the year, MM is the month (01 to 12), and DD is the day in the month (01 to 31).
	(TM) Time	A time data element used to express the time in HHMM format in which HH is the hour for a 24-hour clock (00-23), MM is the minute (00 to 59).

Table continued on next page

SECTION C – TECHNICAL SPECIFICATIONS

DEFINITIONS FOR 813 TRANSACTION SET TABLES (CONTINUED)

Column	Definition	
Attributes (continued)	<u>Type:(continued)</u>	
	(R) Decimal Number	<p>A decimal data element contains an explicit decimal point and is used for numeric values that have a varying number of decimal positions.</p> <ul style="list-style-type: none"> • The decimal point always appears in the character stream if the decimal point is at any place other than the right end. • If the value is an integer (decimal point at the right end) the decimal point should be omitted.
	(N0) Numeric	<p>The data element dictionary defines the number of implied decimal positions.</p> <ul style="list-style-type: none"> • Representation for this data element is "Nn" where "N" indicates that it is numeric and "n" indicates the number of decimal positions to the right of the implied decimal point. • If "n" is "0," it need not appear in the specifications; "N" is equivalent to "N0."
<u>Requirement</u>		
	(M) Mandatory	A data element required to appear in the segment.
	(O) Optional	An optional data element, unless otherwise noted.
	(X) Relational	<p>Relational conditions may exist between two or more data elements within a segment based on the presence or absence of one of those data elements.</p> <ul style="list-style-type: none"> • Presence means a data element must not be empty. • Relational conditions are specified by a condition code and the identity of the subject elements.

Table continued on next page

SECTION C – TECHNICAL SPECIFICATIONS

DEFINITIONS FOR 813 TRANSACTION SET TABLES (CONTINUED)

Column	Definition	
Attributes (continued)	<u>Length:</u>	
Value / Description	Minimum and Maximum columns	The minimum and maximum number of characters allowed for a data element.
	Description	An explanation of the value field.

End of Table

SECTION C – TECHNICAL SPECIFICATIONS

KEY POINTS IN FILE CONSTRUCTIONS

The following points provide valuable information to correctly create 813 Transaction Set:

- Include all "mandatory" data elements as are specified in "Section C – Technical Specifications."
- Use values that are noted within quotes for a data element.
- The value field for data and time data elements shows the format to be used.
- If the value field is "blank," it may be:
 - A user defined/software general value, or
 - A value unique to your business, or
 - Defined as a "NOT USED" data element.

NOTE: All data elements should contain data unless defined as "NOT USED."

- Use the tilde (~) to separate data elements within each segment.
- Use the asterisk (*) as the segment terminator.
- Use the caret (^) as the sub-element terminator.
- Use an additional tilde (^^) to indicate the unused data element when a data element within a segment is noted as "NOT USED" in the VALUE/DESCRIPTION column of the mapping.
- Represent all dollar amounts with decimal and cents.
- Do not map zero dollar values.
- Separate Functional Group Segments are required for each DE 6 being filed (if more than one DE 6 is being filed at the same time).
- Use upper case letters ONLY.

EMPLOYEE NAME FORMAT

- Employee names must be in upper case.
- Punctuation may be used when appropriate.
- Do not use leading titles (e.g., "Mr." or "Mrs.") in the Name Field.

Last Name Format:

- Do not separate leading letters in a last name from the rest of the name with apostrophes or spaces. For example:
 - O'Connell should be written as OCONNELL
 - Mc Connell should be written as MCCONNELL
- Other last name format examples:
 - Jones, Jr. should be written as JONES-JR
 - Smith-Jones is written as SMITH-JONES

SECTION C – TECHNICAL SPECIFICATIONS

813 TRANSACTION CODE TABLES FOR CALIFORNIA

The value column in the header Code and Detail Code tables identifies what type of data is contained in a given segment within the Transaction Set. These same values also appear in the mapping tables which were presented earlier in the Technical Specifications Section.

Header Codes

Segment ID	Data Element	Value	Description
ST01	143	813	Transaction Set ID Number
BTI01	128	T6	Tax Filing
BTI03	66	47	Tax Authority Identification (State & Dept. Abbreviation)
BTI09	66	49	State Identification Number (State Employer ID & Branch Code)
DTM01	374	327	Quarter Ending Date (YYMMDD)
DTM06	1250	D8	Date expressed in format CCYYMMDD (last Day of Quarter)
TIA01	817	1836	Total Employees
TIA01	817	13005	State Qtr Total Gross Wages
TIA01	817	1828	State Income Taxable Wages
TIA01	817	1829	State Income Tax Withheld
TIA01	817	13031	Month 1 Employment on 12th of Month for Entity
TIA01	817	13032	Month 2 Employment on 12th of Month for Entity
TIA01	817	13033	Month 3 Employment on 12th of Month for Entity
TIA05	355	1N	Count
N101	98	ES	Employer Name

Detail Codes

Segment ID	Data Element	Value	Description
TFS Loop for Form Number (Child)			
TFS01	128	T2	Tax Form Number
FGS Loop for Detail Wages (Child)			
FGS02	128	SY	Social Security Number
N101	98	EY	Employee Name
IN201	1104	05	Last Name (Employee)
IN201	1104	02	First Name (Employee)
IN201	1104	07	First Middle Initial (Employee)
TIA01	817	13005	State Qtr Total Gross Wages
TIA01	817	1828	State Income Taxable Wages
TIA01	817	1829	State Income Tax Withheld
TIA01	817	13017	Wage Plan Code

SECTION C – TECHNICAL SPECIFICATIONS

DE 6 WAGE PLAN CODES

The Wage Plan Code indicates the types of coverage an employee has and is correlated with the EDD employer account number.

- Use the appropriate wage plan code that pertains to the employees being reported.
- The Wage Plan Code is inserted in the "Detail / Tax Information and Amount" segment of the Transaction set.
- It is possible to use more than one Wage Plan Code within one transaction set.
- If more than one code is used, each code must be grouped together.
- **Do not leave the Wage Plan Code blank.**

NOTE: For government entities, see "Reporting Instructions for State and Local Government Employers (Only)" in this Section.

Code Letter	Coverage
S	Employee is covered under a State Plan for both Unemployment Insurance and Disability Insurance.
U	Employee is covered under a Department approved Voluntary Plan for Disability Insurance and the State Plan for Unemployment Insurance.
J	Employee is covered under the State Plan for Disability Insurance only (exempt from Unemployment Insurance).
L	Employee is covered under a Voluntary Plan for Disability Insurance only (exempt from Unemployment Insurance).
R	Employee is covered under the State Plan for Unemployment Insurance, but is exempt from Disability Insurance. This applies only to: <ul style="list-style-type: none">- Sole Stockholder who claims an exemption under Section 637.1 of the California Unemployment Insurance Code (CUIC).- Third Party Sick Pay recipients who claim an exemption under Section 931.5 of the CUIC.- Employees claiming a Religious Exemption under Section 2909 of the CUIC. (Employee must file an exemption certificate.)
A	Employee is covered under the State Plan for Unemployment Insurance. This applies only to public entity employees.
P	Employee is covered for Personal Income Tax withholding purposes only.

SECTION C – TECHNICAL SPECIFICATIONS

**FUNCTIONAL
ACKNOWLEDGMENT FOR
TRANSMISSION RECEIPT OF
813 TRANSACTION SET
(997 TRANSACTION SET)**

When transmitted data is received by EDD through their VAN provider, the transmitter is provided an acknowledgment of the receipt of the data and the status of the transmitted data-correct or incorrect format. The following table is the ANSI Draft Standard for Trial Use and contains the format and establishes the data contents of the Functional Acknowledgment for EDI.

Table 1					
<u>NOTE</u>	<u>POS. NO.</u>	<u>SEG. ID</u>	<u>NAME</u>	<u>REQ. DES.</u>	<u>MAX USE</u>
N	010	ST	Transaction Set Header	M	1
N	020	AK1	Functional Group Response Header	M	1
LOOP ID – AK2 999999					
N	030	AK2	Transaction Set Response Header	O	1
LOOP ID – AK3 999999					
C	040	AK3	Data Segment Note	O	1
	050	AK4	Data Element Note	O	99
LOOP ID – AK5 999999					
	060	AK5	Transaction Set Response Trailer	M	1
	070	AK9	Functional Group Response Trailer	M	1
	080	SE	Transaction Set Trailer	M	1
NOTES					
1/010			These acknowledgments shall not be acknowledged, thereby preventing an endless cycle of acknowledgments.		
1/010			The Functional Group Header Segment (GS) is used to start the envelope for the Functional Acknowledgment Transaction Sets. In preparing the functional group of acknowledgments, the application sender's code and the application receiver's code, taken from the functional group being acknowledged, are exchanged; therefore, one acknowledgment functional group responds to only those functional groups from one application receiver's code to one application sender's code.		
1/010			There is only one Functional Acknowledgment Transaction Set per acknowledged functional group.		
1/020			AK1 is used to respond to the functional group header and to start the acknowledgment for a functional group. There shall be one AK1 segment for the functional group that is being acknowledged.		
1/030			AK2 is used to start the acknowledgment of a transaction set within the received functional group. The AK2 segments shall appear in the same order as the transaction sets in the functional group that has been received and is being acknowledged.		
COMMENTS					
1/040			The data segments of this standard are used to report the results of the syntactical analysis of the functional groups of transaction sets; they report the extent to which the syntax complies with the standards for transaction sets and functional groups. They do not report on the semantic meaning of the transaction sets (for example, on the ability of the receiver to comply with the request of the sender).		

SECTION D – ACRONYMS

TRANSACTION SET ACRONYMS

This table provides an explanation of acronyms used in "Section C – Technical Specifications."

BPR	Beginning Segment for Payment
BTI	Begin Tax Information
DTM	Date/Time Reference
FGS	Form
GE	Functional Group Trailer
GS	Functional Group Header
IEA	Interchange Control Trailer
IN2	Individual Name
ISA	Interchange Control Header
N1	Name
N2	Additional Name Information
N3	Address Information
N4	Geographic Location
PER	Administrative Communications Contact
REF	Reference Numbers
SE	Transaction Set Trailer
ST	Transaction Set Header
TFS	Tax Form
TIA	Tax Information Amount
TRN	Trace
MSG	Message Text

GENERAL INFORMATION ACRONYMS

This table provides an explanation of general acronyms used throughout this Guide.

ANSI	American National Standards Institute
D-U-N-S	Data Universal Numbering System
EDI	Electronic Data Interchange
VAN	Value Added Network
ASC	Accredited Standards Committee
EDD	Employment Development Department

SECTION E – GLOSSARY OF TERMS

ANSI X12	The Accredited Standards Committee responsible for the creation and expansion of various Transaction Sets used in American business.
DE 6	The form number for Quarterly Wage and Withholding Report, which is filed by employers on a quarterly basis to report their employees' wages and Personal Income Tax Withholding.
DE 678	The form number for Tax and Wage Adjustment form, used by employers to provide EDD corrections for previously reported wage and tax information.
DE 8300	The form number for EDD's Magnetic Media Reporting Requirements for Quarterly Wage and Withholding Reporting Program guidebook.
DUNS NUMBERS	A nine-digit number that Dun and Bradstreet assigns to each unique business location.
ELECTRONIC DATA INTERCHANGE	(EDI) A computer to computer exchange of routine business documents between Trading Partners.
EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD)	The EDD administers the Job Service, Unemployment Insurance, Disability Insurance, Workforce Investment Act, and Welfare-to-Work programs. As California's largest tax collection agency, EDD also handles the audit and collection of employment taxes and maintains employment records for more than 19 million California workers.
FILING DEADLINES	Last timely date to file tax reporting forms or payments. Forms or payments received after prescribed deadlines are deemed late and may be subject to penalties and interest.
FUNCTIONAL ACKNOWLEDGMENT	Electronic notification by EDD that provides the sender with a postmark of receipt for a successful transmission, or with an error code if the transmission cannot be translated by EDD.
MAGNETIC MEDIA	A method of reporting wage and withholding information using tapes, cartridges, or diskettes.
MAGNETIC MEDIA REPORTING REQUIREMENTS FOR QUARTERLY WAGE AND WITHHOLDING REPORTING PROGRAM (DE 8300)	This guide provides employers or their agents with the instructions and technical specifications for reporting quarterly DE 6 wage and withholding information to the State of California EDD on magnetic media.
PENALTIES	Amounts prescribed by California law for untimely filing of reports or payments.
PEREGRINE CORPORATION	EDD's Value Added Network (VAN) provider.
QUARTERLY WAGE AND WITHHOLDING REPORT (DE 6)	The form filed by employers on a quarterly basis to report their employees' wages and Personal Income Tax Withholding.
REPORTING REQUIREMENTS	Responsibility of California employers to report employee, wage, and tax information to the EDD according to prescribed methods and timelines.

SECTION E – GLOSSARY OF TERMS (continued)

TAX AND WAGE ADJUSTMENTS FORM (DE 678)	Form used by employers to provide EDD correction of previously reported wage and tax information.
TECHNICAL SPECIFICATIONS	Detailed design information for creating an ANSI X12 transaction set.
TEST FILE	The Transaction Set is transmitted to EDD prior to actual reporting to ensure compatibility of the Transaction Set. The EDD reports results back to the Trading Partner.
TRADING PARTNER	An employer, or agent for the employer, who uses EDI to trade information computer-to-computer with EDD.
TRANSACTION SET	The electronic equivalent of a paper document. The data within the electronic document conveys the same information as the paper document.
TRANSMITTER	Person or persons responsible for sending the 813 Transaction Set (DE 6 data) to EDD through a VAN.
VALUE ADDED NETWORK (VAN)	A third-party collector of transmissions of data files formatted into transaction sets that contain the wage and withholding information for each employer's employees.